Comply with the Latest Project Management Mandates for Qualified Project Managers

# 2005 National Summit on Project Management in Government



***Acquire the Latest Project Management Innovations for Your Agency***

**January 24-26, 2005 • Arlington, VA**

## ✧ Project Management Techniques

*Acquire the latest methodologies and effective tools for successful project management*

## ✧ Performance Measures

*Develop and implement performance measures for project management success in government*

## ✧ Policies and Procedures

*Define and implement appropriate protocols and procedures to guide government managers on specific project management practices*

## ✧ Training and Development

*Ensure project managers gain improved program management skills through training and certification*

### PLUS: Earned Value Management Workshop

- EVM Objectives and Terminology
- Techniques to Remain within Budget and on Time
- Data Analysis Strategies and Implementation Schedules

**Presented by:**

The Performance Institute

**Ensure Your Agency's Staff are Effective Project Managers!**

# Explore Methodologies to Enhance Performance in Your Agency's Project

# New Project Management Mandates

## OMB is Expecting Agencies to:

- **Illustrate how data and analysis is used to make project management and IT portfolio management decisions**
- **Establishing cost, schedule and performance baselines for all projects**
- **Provide a documented agency policy for using earned value management and other project management methodologies**

*Source: Government Computer News, August 23, 2004*

***"The Office of Management and Budget promises to pull the plug on projects that lack good project management strategies."***

***– Federal Times, December 1, 2003***

## Who Should Attend?

**Government Project Managers**

Review the latest project management methodologies and procedures

**IT Managers and Staff**

Meet new OMB IT project management mandates

**Contracting and Acquisition Managers**

Manage outsourced projects and complex procurements with ease

**Budget, Planning and Program Staff**

Design, measure, manage and evaluate program initiatives for results

**Quality and Performance Managers**

Develop quality and change management projects that succeed

**HR Managers**

Improve training and certification strategies for agency managers

***. . . and anyone else interested in the performance measurement and management of government projects***

Dear Government Executive,

Recent mandates from the Office of Management and Budget continue pushing federal agencies into adopting best practices for full-time, performance-based project management strategies. According to OMB, in 2003 over 700 projects in the federal IT sector alone failed to meet performance deadlines or had insufficient management plans. And in a recent 2004 memo, OMB has promised to pull the plug on projects unless they stay within 10 percent of their budget, schedule, performance, and are assigned a qualified project manager. To overcome this grave lack of compliance in dealing with the downstream effects of performance mandates and certification challenges, we invite you to attend the ***2005 Summit on Project Management in Government***, being hosted in Arlington, VA on January 24-26, 2005.

### Design Successful Project Management Techniques

In order to succeed in project management, managers need to understand the existing principles, methods and tools of project management, as well as the processes that have proven to be successful in other agencies and complex contracting and outsourcing processes. Concentrate on developing the basic and advanced skills needed to manage a project in a structured and performance-based environment.

### Develop and Implement Policy and Procedures for Project Management

Effective project management and consistent timely project reviews will ensure the successful completion of all assigned tasks as anticipated by the team and project manager. In order for this to happen, it is essential that all assigned staff are aware of the government mandates that regulate project management capacities. Compliance with regulations helps to save time, avoid penalties and make all project management related developments easier. Furthermore, the incorporation of compliance standards and evaluation strategies within a project is a point deeply stressed in this forum.

### Improve Training and Achieve Certification in Project Management

Currently there is a growing viewpoint, by agencies such as the OMB, that government project managers should be both full-time and certified, acknowledging the lack of fundamental project management skills. This is partly due to the fact that government programs of all types, both at the federal and state levels, are being held accountable for their performance and streamlined allocation of funds and resources in these fiscally tight times, all the way down to the project management level.

Whether your interest is measuring and evaluating performance in your project management practice, or the development of policies and protocols to track and manage projects, this summit promises to be a valuable opportunity for a peer-to-peer exchange of ideas that focuses on leading strategies among project management specialists. Register today by calling **703-894-0481** or visit us online at **www.PerformanceWeb.org**. I look forward to seeing you in January!

Sincerely,

Brian Levis
Associate Director
Center for Government Performance

**Hurry to Meet Two New OMB Mandates for Project Management Qualification and EVM!**

# Improve Your Access to Necessary Funding Streams

# AGENDA AND SPEAKING FACULTY

## PRE-SUMMIT WORKSHOP: JANUARY 24, 2005

**8:30 Workshop Registration and Continental Breakfast**

**9:00 Proven Practices for Government Project Management Certification**

Many agencies, such as the U.S. Office of Management and Budget, are beginning to adopt the growing viewpoint that government project managers should be both full-time and certified due to the poor performance of many government projects. One can therefore acknowledge that there is a gap in the basic knowledge of project management fundamentals.

Help make your project a positive government statistic! Learn the introductory base fundamentals of government project management. The specific fundamentals discussed will include taking into account the role of private industry best practices and business models for government project management. Identify the applications of best practices to a range of scenarios facing government project managers. This session will include taking a look at specific instances, scenarios and environments where best practices can be implemented.

- Examine how other governments have implemented best practices for project management
- Apply different project management practices to an array of different scenarios
- Learn how project management in the private sector can be applied to the public sector

***John Keane**, Senior Fellow, The Performance Institute*

**11:45 Workshop Adjourns**

## Comprehensive Coverage of Innovations in these Core Competencies:

- Earned Value Management
- Project Management for IT
- Life-Cycle Management
- Spiral Management
- Project Management Certification
- Government Performance Logic Model
- Outsourced Projects
- Management for Organizational Change

## DAY ONE: JANUARY 24, 2005

**12:00 Conference Registration**

**12:15 Luncheon & Leadership Panel: *Latest Trends and Emerging Mandates in Project Management for Government: The Role of Effective Project Management in Improving Performance***

Are your project management methodologies and tools compliant with government project management mandates?

Join this expert discussion by top specialists in the fields of project management and performance management and share insights on relevant government mandates and directives that affect standards of performance and effective project management policy and procedures. Mandates and directives to be discussed may include the GPRA, President's Management Agenda, Clinger-Cohen Act and recent OMB calls for better project management standards and certifications. A subsequent Q&A session will allow you to review and share project management challenges in a peer-to-peer exchange.

***Carl DeMaio**, President, The Performance Institute*
***Greg Balestrero**, Chief Executive Officer, The Project Management Institute*
***Linda Salac**, Health and Human Services, Nebraska*

**1:45 A Framework for Strategic Management and Performance Measurement of Government Projects**

Generally speaking, government project management is a highly time-sensitive activity and fails not because of funding or time, but primarily due to the lack of expert planning or strategic resource allocation. Explore the possibility of developing the most appropriate management framework for your agency by learning project management methodologies in line with strategic planning and performance initiatives.

***Jon Desenberg**, The Performance Institute*

**2:45 Break & Refreshments**

**3:00 Developing Agency Protocols and Procedures for Improved Project Management**

Government mandates often call for performance measures. Furthermore, any project manager, be it a government official or a private contractor, must learn that in order to become effective in working or contracting with government they need to become knowledgeable of the rules, policies and regulations that govern various state, local and federal programs. They also need to understand that these rules, policies and regulations must be enforced by the agency through its project management staff. This session is designed to explore and disseminate information on developing and implementing such protocols and procedures.

***Linda Salac**, Health and Human Services, Nebraska*

**3:45** **The Role of Training and Development to Improve Project Management Skills for Government Managers**

Training and development of your project team is essential to keeping up and meeting set performance standards. As agency officials seek out the next generation of project management leaders, they are increasingly demanding that they are both experienced and knowledgeable. Whether you are a project manager or supervisor, use this session to understand OMB's push for project management certification in order to yield greater benefits and raise the bar.

***Shelly Myers**, Transportation Security Administration, Department of Homeland Security*

**5:00** **Adjourn**

# DAY TWO: JANUARY 25, 2005

## Part I: Project Management Methodologies

**9:00** **Using the Logic Model Methodology to Develop Project Plans and Performance Measures**

In order to efficiently determine your project's strategic outcome, the Logic Model proves to be a comprehensive and easy-to-apply methodology that consistently links performance measures to defined project management and agency goals. This facilitated session will help you understand the Logic Model methodology and apply it to very specific end-outcomes, while integrating all other areas of management.

***Jon Desenberg**, The Performance Institute*

**10:00** **Earned Value Management: Methodology and Strategy**

Project management requires efficient and effective management in order to ensure continued investment. Earned Value Management is a project management technique that can be easily and effectively integrated into existing programs. Through the use of EVM, you can acquire the tools necessary to relate resource planning to scheduling and technical costing to get the most effective project management out of your program.

***Sean Alexander**, VitalThought*

**11:00** **Break & Refreshments**

**11:15** **Life-Cycle Spiral Management: Methodology and Strategy**

Life-cycle management is a strategic tool that analyzes cost-effectiveness and project impact to drive the decision-making process. Implemented at the early stages of a project, effective use of LCM allows agencies to not only drive organizational change, but deliver quality projects that are within cost estimates and provides a foundation for effective project management policy. In this session, hear from John Horn of the Defense Acquisition University and discover the latest uses and implications of LCM in effective project management.

***John Horn**, Defense Acquisition University*

**12:15** **Best Practices Luncheon Exchange**

During this facilitated luncheon discussion, take the best practices and lessons learned from the conference presentations and discuss "next steps" ideas for implementing the various solutions to difficulties surrounding project management.

***Brian Levis**, The Performance Institute*

## Part II: Solutions to Project Management Challenges

**1:15** **Project Management Strategies for Major Organizational Change**

Implementation of new management initiatives must take into account the organizational culture and acceptance for change. To successfully manage change in an organization, capacity checks are required on an individual, team, program and agency. This overview will discuss the frameworks required to manage change in your government organization or project team.

***Ronald Bowman**, Executive Information Project Lead, NASA**

**2:15** **Project Management Strategies for Outsourced Projects**

OMB mandates allow a narrow 10% margin of error for contracts that run over budget or behind schedule. In an effort to meet these increasingly stringent requirements, this session will introduce a 12-step process for the integration of requirements, plus the contract, technical, risk, schedule and cost elements of a program to give your agency the ability to meet these mandates. Attend this session to hear from a professor at the Defense Acquisition University with 35 years progressive management experience. In this session, discover the purpose of earned value management, probability of contract overrun, how risk is injected into a program, a structure for program office planning and analysis, a method of effectively organizing all members of the program office team, a procedure to status requirements for all major stakeholders, and a process to develop credible forecasts.

***Dr. Robert Bohls**, Defense Acquisition University*

## Part III: Case Study Application

**3:15** **Case Study: Project Management Strategies for Information Technology**

The differences in levels and uses of technology, as well as the lessons that can be learned, make IT project management an essential and specific aspect of project management. In this session learn best practices from an experienced IT project manager. Explore strategies and performance measures that lead to IT project delivery success.

*John Keane, Senior Fellow, The Performance Institute*

**4:45** **Conference Adjourns**

**Call 703-894-0481 or visit www.PerformanceWeb.org**

# Earned Value Management Symposium: January 26, 2005

Once an organization has chosen project management as a core competency requirement, earned value management (EVM) becomes the strategic imperative that provides a proven, disciplined approach to intelligent project management. OMB has recognized these facts by requiring all federal agencies determine whether projects are on time, on cost and on technical requirements. EVM provides the foundation upon which projects can be planned and controlled to meet these needs. The integration of cost, schedule and technical project parameters allows project managers, their superiors and other stakeholders to make intelligent decisions about the direction of an individual project, as well as agency-wide objectives and priorities.

The establishment (i.e., design, development, integration and implementation) and operation of a meaningful, useful earned value management system (EVMS) is much easier than you think. It is also much harder. There are Seven Critical Steps necessary for the establishment and operation of an EVMS. Following them is like walking a well-worn path through the woods. Ignoring them is like thrashing about in the muck and mire of an unknown swamp. This symposium will show you the well worn path and then light the way.

*The Earned Value Symposium will be instructed by **Sean Alexander** of VitalThought*

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|---|---|
| **8:30** | **Symposium Registration & Continental Breakfast** |
| **9:00** | **A Survey of the Landscape** |
| **9:30** | **Understanding the Earned Value Concept - Really!** |
| **10:30** | **An Introduction to the Seven Critical Steps** |
| **10:45** | **Step 1: Define and Charter the Project** |
| **11:05** | **Step 2: Integrate the Work and the People** |
| **11:45** | **Luncheon** |
| **12:30** | **Step 3: Authorize the Schedule, the Budget and the Work** |
| **12:50** | **Step 4: Integrate the Schedule, the Budget and the Work** |
| **2:00** | **Step 5: Accumulate Data and Report Metrics** |
| **2:30** | **Step 6: Analyze Metrics and Determine Managerial Actions** |
| **3:50** | **Step 7: Maintain the Performance Measurement Baseline** |
| **4:20** | **Summary/Wrap-Up** |

***"Agencies must…provide information on how the earned value management contract language meets industry standards and on how close the project is to meeting the original cost, schedule and performance goals."***

***– Government Computer News, August 23, 2004***

## Venue

The ***2005 Summit on Project Management in Government*** will be held at the Performance Institute in Arlington, VA, just one block east of the Courthouse Metro stop on the Orange Line. A public parking garage is located just inside of the building.

The Performance Institute
1515 North Courthouse Rd., Suite 600
Arlington, VA 22201
703-894-0481

## Hotel Information

A limited number of rooms have been reserved at a discounted rate of $115 at the Quality Courthouse Hotel, located two blocks from the Performance Institute. Please mention Performance Institute to guarantee this rate and ask to be put in the main tower, which has been recently renovated. In addition, a limited number of discounted rooms are also available at the Hilton Crystal City at National Airport at a rate of $159, or if available, the prevailing government per diem rate. A complimentary shuttle is available both before and after the conference. Please call the hotel directly to make reservations and be sure to ask for the Performance Institute conference rate.

Quality Courthouse
1200 N. Courthouse Rd.
Arlington, VA 22201
703-524-4000

Hilton Crystal City at National Airport
2399 Jefferson Davis Hwy
Arlington, VA 22202
703-418-6800

## Tuition Rates

Tuition rates for the *2005 Summit on Project Management in Government* are as follows:

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|---|---|
| Summit: | $1095 |
| Pre-Summit Workshop: | $295 |
| Post-Summit EVM Symposium: | $495 |
| Full Package Discount: | $1595 |

## Group Discount

For more information about available group tuition discounts, please contact Melvin Hall at 703-894-0481 or via email at Hall@PerformanceWeb.org.

***Administrative Note:***

***A $150 service fee will be charged on cancellations received less than three weeks from the date of the event. A credit memo will also be sent reflective of that amount, which can be used for a future Performance Institute conference.***




*The Performance Institute*
*1515 N. Courthouse Rd. Suite 600*
*Arlington, VA. 22201*

# *The 2005 Summit on Project Management in Government*

Call 703-894-0481; Fax this Form to: 703-894-0482;
or visit www.PerformanceWeb.org

- ❑ Yes! Register me for the Summit only.
- ❑ Yes! Register me for the Pre-Summit Workshop.
- ❑ Yes! Register me for the Earned Value Management Symposium.
- ❑ Please call me. I am interested in a special **Group Discount** for my team.

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Organization_____

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